

Town of Lamoine, Maine
606 Douglas Hwy.
Lamoine, ME 04605
207-667-2242
e-mail town@lamoine-me.gov,
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Request for Proposals
Recycling Collection and Transport Program
April 1, 2018 – June 30, 2022

The Town of Lamoine seeks proposals from qualified businesses to accommodate a recycling collection and transportation program at the Lamoine Transfer Station. The successful proposal will commence on April 1, 2018 and run through June 30, 2022, a period of 4-years and 3-months.

Scope – The program shall provide containers to collect recyclable materials, including but not limited to:

- Corrugated Cardboard
- Newsprint
- Mixed Paper (paper board, office paper)
- Small ferrous metals (cans, etc.)
- Plastics (minimum of #2 plastics, more styles of plastics are preferred)

The program shall also include periodic transport from the Lamoine Transfer Station to a processing facility mutually acceptable to both the contractor and the municipality. The processing facility will be responsible for any marketing and sale of recycled material. Such transportation must be made to ensure collection capacity is maintained during the hours when the transfer station is open for public use.

The Town of Lamoine currently ships segregated recyclable materials to Coastal Recycling in Hancock which markets and sells the materials through the Maine Resource Recovery Program in a separate agreement. Proposals may include an alternative marketing and sales component.

Minimum Requirements – Proposals shall identify the following:

- The type and number of containers to be utilized, and if material segregation is proposed, the method by which such segregation is to be accomplished.
- The processing facility to be utilized if other than Coastal Recycling.
- The type of vehicular transportation to be utilized to remove recyclable material from the transfer station.
- A process in which to request transport as needed to ensure collection capacity.
- The types of recyclable material that will be collected.
- Any potential revenue to the Town of Lamoine from sales of recycled materials.
- A reporting system to record the amounts of each type of recycled material hauled from the Lamoine Transfer Station.
- Signage for any collection container to indicate the type of materials to be recycled in a particular container.

Proposals – The proposal shall contain the company's name, mailing and physical address, telephone number, contact name and e-mail address. A bid sheet is included with this RFP. Additionally, the proposed monthly cost for container rental, the proposed cost per trip from the Lamoine Transfer Station to the processing facility, and any processing facility costs (if applicable) shall be listed. The submission shall also include proof of general liability insurance to the state minimum, and proof of workers compensation insurance coverage. An irrevocable letter of credit to indicate the fiscal capacity and ability of the bidder to perform this contract is required.

If transport to a facility other than Coastal Recycling is proposed, such facility shall be identified, including physical location. Processing costs enumerated, separation requirements, and potential sales revenue shall be identified.

Proposals shall also include the system by which the bidder will report the amounts of materials collected from the Lamoine Transfer Station on an annual basis in order to comply with State of Maine requirements.

Submission – Proposals are due to the Town of Lamoine no later than 4:00 PM January 4, 2018. The attached submission sheet and any accompanying material will be reviewed by the Lamoine Board of Selectmen, which will review the proposals and select a proposal that best suits the needs of the town in terms of operational efficiency, cost, and potential maximization of recycled materials. The Town of Lamoine reserves the right to accept or reject any and all proposals. It is recommended that any bidder be familiar with the setup of the Lamoine Transfer Station. Please contact Stu Marckoon, Adm. Asst. to the Selectmen, at 207-667-2242 to arrange for access to the facility.

The successful bidder will be required to enter a contract with the Town of Lamoine.

Recycling Collection & Transport Bid Submission Sheet

Company Name		Contact Name	
Address		Office Phone	
City, State, Zip		Fax Number	
e-mail address		Other Phone	
Processing Facility Name & Location			

I offer the following bid for MSW as per the guidelines in the Request for Proposal:

Year	Total Container Rental/month	Transportation Cost/Trip	Processing Cost/month (if any)
4/1/18-6/30/18			
7/1/18-6/30/19			
7/1/19-6/30/20			
7/1/20-6/30/21			
7/1/21-6/30/22			

Please attach information listing equipment to be used in the transportation and collection of Recyclables at the Lamoine Transfer Station. Identify all materials to be recycled. Please attach at least three references (either other municipalities or commercial entities), along with proof of general liability and workers compensation insurance.

It is my understanding this contract is to begin on April 1, 2018, and if chosen as the successful bidder, my firm must supply either a surety bond or irrevocable letter of credit. I understand the Town of Lamoine may accept or reject any and all bids. I understand this bid is due on January 4, 2018 by 4:00 PM at the Lamoine Town Hall, 606 Douglas Highway, Lamoine, ME 04605

Signature

Printed Name

Title

Date